



United States Department of State

*Washington, D.C. 20520*

INSERT DATE

SUBJECT: Past Performance Questionnaire for Solicitation Number SAQMMA16R0035, US DEPARTMENT OF STATE FOR OVERHAUL, REPAIR AND MODIFICATION OF T-53 AIRCRAFT

Dear Sir or Madam:

You have been identified as a U.S. Federal Government point of contact for a past performance evaluation of the firm listed on the attached survey form. This firm is currently being considered for an indefinite delivery, indefinite quantity (IDIQ) contract in response to a solicitation issued by the US Department of State, Office of Acquisition Management.

Please assess the performance factors listed on the attached questionnaire. Please complete and sign the questionnaire as a validation of your assessment. As part of your assessment, please provide a rating corresponding to the rating guidelines described in Section 3 for each contractor performance evaluation factor described in this section. For each factor and rating, please provide a narrative to support your rating. Upon completion of this questionnaire, please forward to the following:

US Department of State  
Office of Acquisition Management  
ATTN: Patrick J. Murphy  
Suite 214, 6767 North Wickham Road  
Melbourne, FL 32940  
E-Mail: [murphypj@state.gov](mailto:murphypj@state.gov)

A member of our past performance evaluation team may contact you regarding your response should it become necessary. In the event that your response contains derogatory or exceptionally positive comments regarding the contractor's performance, you may be requested to submit available documentation supporting these assessments. Your submittal of such documentation will hopefully eliminate post-response inquiries.

Thank you in advance for your assistance. Your prompt attention to this survey will be greatly appreciated. Should you have any questions concerning this request, please contact me a [murphypj@state.gov](mailto:murphypj@state.gov) or 321-622-8975, ext. 203.

Sincerely,

Patrick J. Murphy  
Contracting Officer  
US Department of State

Attachment: Past Performance Questionnaire

**PAST PERFORMANCE QUESTIONNAIRE****SECTION 1 – TO BE COMPLETED BY OFFEROR**

This Past Performance Questionnaire is submitted in response to RFP SAQMMA16R0035 (Overhaul, Repair and Modification of T-53 Aircraft) as part of *<insert name of entity submitting proposal>* proposal.

**1. Company Information:** Include name, address, and cage code of company (prime/subcontractor/teaming partner/ joint venture partner) performing under the contract identified below.

**2. Program Title:**

**3. Contract Number (including Delivery / Task Order number if applicable):**

**4. Contract Award Basis:** ☐ Competitive ☐ Non-Competitive

**5. Contract Date:**

**6. Role:** ☐ Prime Contractor ☐ Subcontractor ☐ Other: (Specify)

If other than a prime contractor, provide the prime contractor's name, address, and cage code:

**7. Name and Address of Contracting Activity / Customer:**

**8. Primary Points of Contact:** Offeror is responsible for exerting its best efforts to ensure that current information is provided for all individuals. If this is a commercial reference Offeror should change the Title, if appropriate, to commercial equivalents.

Title	Name	Phone	E-Mail
1. PCO			
2. ACO			
3. COR / CORT			
4. Other (Please Specify)			

**9. Contract Type(s):** List all that apply (e.g. FFP, FPIF, CPFF, CPIF, LH, T&M).

**10. Contract Value:**

**a. Awarded Total Contract Value:**  
(Including all options)

**b. Current Total Contract Value:**  
(Including all options)

**c. Explanation for difference between awarded and current contract values:**

**11. Period of Performance:**

- a. Current** (including all exercised options): MM/DD/YEAR to MM/DD/YEAR
- b. Potential** (including all options): MM/DD/YEAR to MM/DD/YEAR

**12. Place of Performance:** List all that apply. If multiple locations, please indicate annual dollar value per location.

**13. Scope of work**

- a. Describe work performed by your company:**
- b. Relevancy:** Provide information that demonstrates why this contract is relevant. Explain what aspects of performance under this reference are deemed relevant to the proposed effort and to what aspects of the proposed solicitation they relate to.

**14. Were Associate Contractor Agreements required?**

☐ Yes ☐ No

If yes, please identify name and address of all Associate Contractors:

**15. What were the key positive attributes about your performance?**

**16. What were the less than positive attributes and how were these resolved?** The offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions in terms of improvements achieved or problems rectified.

**17. Describe lessons learned that may be used to support this acquisition:**

**18. Has this contract been partially or completely terminated for default or convenience?**

☐ Yes ☐ No

If yes, please provide additional details:

**19. Are there any pending terminations?**

☐ Yes ☐ No

If yes, please provide additional details:

**20. Small Business Subcontracting Plan.** Were liquidated damages assessed for failure to make a good faith effort to comply with the subcontracting plan (either individual or commercial)?

☐ Yes ☐ No

If yes, please provide additional details:

<b>SECTION 2 – TO BE COMPLETED BY ASSESSOR</b>
--

Your feedback is requested by the US Department of State, Office of Acquisition Management. In efforts to expedite receipt of the requested information, the Contracting Officer respectfully requests that you do not mail hard copies. Instead, please e-mail the completed questionnaire (Sections 1 and 2) to [murphypj@state.gov](mailto:murphypj@state.gov) please contact Patrick J. Murphy at the same email should you have any questions.

**EVALUATED BY:**

Name and Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**1. Is the information completed by the Offeror in Section 1 of this questionnaire accurate, current, and complete?**

☐ Yes    ☐ No

If no, please explain / correct:

**2. Performance Evaluation**

Assign a rating to each area based on the ratings guidelines in Section 3. Please provide a narrative explanation for any rating of 2 or less.

**a. Quality of Products / Services:**

	Rating	Explanation
<b>1.</b> Performance conformed to contract requirements, specifications, quality of product, and standards of good workmanship (e.g. commonly accepted technical, professional standards).		
<b>2.</b> Contractor provided accurate and complete deliverables.		
<b>3.</b> Contractor was proactive in identifying, notifying the Government, and resolving performance issues/concerns.		
<b>4.</b> Contractor consistently provided personnel with the appropriate security clearances, qualifications and experience required to perform the contract.		

**b. Schedule:**

	Rating	Explanation
1. Contractor provided deliverables on time.		
2. Contractor performed services in a timely manner.		

**c. Cost Control:**

	Rating	Explanation
1. Contractor performed services within contract cost parameters.		
2. Contractor's purchasing system and practices were adequate to control prices / costs.		
3. Contractor invoiced in a timely manner with minimal corrections.		

**d. Business Relations:**

Area	Rating	Explanation
1. Contractor has a history of reasonable and cooperative behavior and effective business relations.		
2. Contractor is dedicated to customer satisfaction.		
3. Contractor works well with other contractors / team members.		
4. Contractor effectively adapts to changes in contract requirements and priorities.		
5. Contractor effectively identifies and resolves problems related to the contract, services and personnel.		
6. Contractor provides viable and timely proposals for contract modifications or task orders.		

**e. Management**

Area	Rating	Explanation
1. Effectiveness of integration and coordination of all activities required to execute the contract, use of resources, assignment of responsibility, internal coordination and communication, and risk management practices.		
2. Contractor's ability to effectively manage		

multiple task/delivery orders simultaneously covering multiple disciplines and locations.		
<b>3.</b> Contractor was able to select, retain, support, and replace personnel with the experience and expertise necessary to accomplish the Government's requirements within schedule and budget.		
<b>4.</b> Contractor's ability to forecast material requirements, ensure costs of material are based on time-phased requirements.		
<b>5.</b> Contractor adequately managed and controlled Government Furnished Property / Facilities.		
<b>6.</b> Timely award and effective management of multiple subcontracts.		

**3. Identify the contractor's overall technical/management strengths and weaknesses:**

**4. Would you have concerns working with this firm again?**

☐ Yes ☐ No

If yes, please explain:

**5. Additional information not included above:**

<b>SECTION 3 - PAST PERFORMANCE QUESTIONNAIRE RATING GUIDELINES</b>
---

**1. Quality, schedule, business relations, management, and cost control ratings**

<b>RATING</b>	<b>DESCRIPTION</b>
5 - EXCEPTIONAL	Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.
4 - VERY GOOD	Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.
3 - SATISFACTORY	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
2 - MARGINAL	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.
1 - UNSATISFACTORY	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.
N - NOT APPLICABLE	Unable to provide a rating. Contract did not include performance for this aspect. Do not know.